



STATE OF INDIANA

ALCOHOL AND TOBACCO COMMISSION

302 West Washington Street
IGCS Room E114
Indianapolis, IN 46204

Telephone 317 / 232-2430
Fax 317 / 233-6114
www.IN.gov/atc

A Message from the Alcohol and Tobacco Commission (ATC)

Welcome to the ATC! The staff of the Commission is interested in making this application process as easy for you as possible. Many of the laws pertaining to alcoholic beverages are complicated and can be confusing. First and foremost, if you have questions or need assistance, call us at 317-232-2430, visit our website at www.IN.gov/atc or you may seek the advice of a professional in this area.

If you are interested in acquiring a permit – either a new permit from the ATC or a transfer of a permit from a previous permittee – you must complete an Application for a New or Transfer Permit. If you are acquiring a new permit, you must call the ATC **prior** to completing the application to ensure that the type of permit you wish to acquire is available. Some permit types are under a quota system established by the legislature and the staff at the ATC will provide this information to you. I also encourage you to call the ATC to discuss the type of permit you wish to acquire. There are over 70 different types of permits available. We will make sure that you apply for the permit that is appropriate for you or your organization.

The entire application process may take as long as twelve weeks. After you have submitted the required forms and fees, the ATC will advertise the request in two local newspapers. If you are applying for a retailer or dealer permit, you must comply with all notice requirements pursuant to IC 7.1-3-1-28, IC 7.1-3-1-5.6 (e) and 905 IAC 1-52. (See Notice Requirements section.) Your application will be heard by the local board in your area and you must appear at that hearing. The public is invited to participate in this process as well. The local board will make a recommendation to the ATC. The ATC meets on the first and third Tuesday of every month. Prior to the issuance of a permit, a final inspection by the State Excise Police is mandatory.

If you are purchasing an existing permit and/or transferring the location of an existing permit, you will need to complete the Application for a New or Transfer Permit. If you are purchasing an existing permit, you must submit a Consent to Transfer form with your application. An applicant for a New or Transfer permit must also submit a completed Form 1 or an affidavit by the applicant stating that all sales and property taxes due and owing at the time have been paid in full. An applicant for a New or Transfer permit must also submit the County Verification of Business Location (state form 44184).

You must submit the original application and one (1) copy to the ATC office. You must also submit the appropriate fees. The ATC will accept a certified check, a cashier's check, a money order or a business check. **No personal checks will be accepted.** You must submit four (4) copies of your floor plans, dated and signed by the applicant. If you are a business entity, you must also attach proof that you have filed the appropriate documentation with the Indiana Secretary of State.

NOTICE REQUIREMENT BY POSTED SIGN: Pursuant to IC 7.1-3-1-28, IC 7.1-3-1-5.6(e) and 905 IAC 1-52, all applicants for initial issuance, transfer of location or transfer of ownership of an Alcohol and Tobacco Commission (ATC) retailer or dealer permit, shall post a sign to indicate to the public that the applicant is seeking said issuance. Exceptions to this requirement, which apply only to Marion County, are outlined below.

The sign must either be prepared by the Commission or approved by the Commission. The ATC charges a fee of two-dollars (\$2.00) for the sign. You may request a sign in person at the ATC Indianapolis office or by sending a separate business check or money order for \$2.00. Please indicate the address where you want the sign sent.



The sign must be posted at least ten (10) days prior to the applicant's scheduled Local Board hearing date. The applicant is responsible for knowing when the Local Board is scheduled to hear his/her permit and the applicant must attend. The sign must be posted in a manner that it is visible from the nearest and largest public thoroughfare in the vicinity of the applicant's premises or proposed premises. If a building or structure does not exist yet, the sign must be posted at the premises in a manner sufficient to secure it.

AT THE TIME OF THE HEARING, THE APPLICANT SHALL COMPLETE, SIGN AND FILE WITH THE LOCAL BOARD THE AFFIDAVIT OF COMPLIANCE. The ATC will send the Affidavit to you with the sign. Failure to comply with these requirements will result in applicants not receiving a Local Board hearing until they come into compliance. If you have any questions, please contact your local district excise office, your processor or call the ATC at 317-232-2430.

In **Marion County only**, the following requirements apply:

1. If the application is for any retailer's permit or any dealer's permit EXCEPT a liquor dealer's permit within the boundaries of the special fire service district (as determined in conformity with IC 7.1-3-22-8), the applicant may choose to post sign notice as delineated above, or comply with the mail notice requirements of IC 7.1-3-1-5.5 (new issuance, transfer of location or transfer of ownership); or, IC 7.1-3-1-5.6 (renewal).
2. An applicant for new issuance, transfer of location or transfer of ownership of a liquor dealer's permit within the boundaries of the special fire service district (as determined in conformity with IC 7.1-3-22-8), shall continue to comply with the mail notice requirements of IC 7.1-3-1-5.5.
3. If the application is for renewal of a liquor dealer's permit within the boundaries of the special fire service district (as determined in conformity with IC 7.1-3-22-8), the applicant shall continue to comply with the mail notice requirements of IC 7.1-3-1-5.6.

The following numbers may be helpful in completing this application:

Alcohol, Tobacco & Firearms 317-248-4002

Indiana Secretary of State 317-232-6532 or www.IN.gov/sos

Indiana Department of Revenue 317-232-5977 or www.IN.gov/dor

The application process can be **easy** if you have the necessary information at your disposal. Please do not hesitate to contact us.